

## **Report of Sale**

### **Instructions:**

**Select** *Bankruptcy*

**Select** *Miscellaneous Activities or Trustee*

**Enter** case number

**Verify** case number is correct

**Select** Document Event: [Report of Sale](#)

**Select** Party

- Party filer not listed, Add/Create New Party

**Browse, Verify and attach** the correct pdf file

- Add attachments, if applicable

**Select** if document Refers to Existing Event (Notice to Sell)

- Narrow search by entering category type. Highlight all categories if unsure which category.
- Narrow search further by file date range or document # range.

**Review Docket Text for accuracy**

**Warning!!** Verify entry is correct before submitting.